



# Performing a Job Hazard Analysis

## Assessing Workplace Health & Safety

A job hazard analysis (JHA) is a management technique used to identify job-related hazards before an accident occurs. JHAs can be performed by department, job task, equipment or machine.

### Introduction

By analyzing each job step and evaluating related exposures and controls, substantial safety improvements can be outlined and achieved at minimal cost. In addition to enhancing job safety, JHAs may result in more efficient and productive operations.

When assessing the workplace for safety, Cal/OSHA has indicated the following requirements in the Injury & Illness Prevention Program: "Include procedures for identifying and evaluating workplace hazards; Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner."

### Use and Benefits of a JHA

A JHA may uncover physical hazards of the task and uncontrolled operator actions. Ultimately, you will determine ways the job can be redesigned so the broader workforce can complete the task without injury.

Upon completion, the JHA provides a list of the proper procedures for each step. The completed JHA will further provide the following benefits:

- A step-by-step employee training guide
- Safer working conditions
- An outline of the necessary safety tools, equipment or guarding
- Enhancement of employees' safety attitudes and knowledge
- A thorough reminder of the established safe work procedures
- Subject matter for toolbox safety meetings

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## How to Perform a JHA

A JHA can be performed in a variety of ways. It's important to be creative in utilizing the resources that will assist most beneficially. Depending on the size of the facility and operations, and the number of departments and jobs, a team approach should be considered. Utilizing the safety committee members, supervisors and experienced employees to facilitate the project is an excellent idea. Consider the following when creating the JHA:


- Select the job: job tasks that historically have the worst accident experience
- Break down the job: observe the job and indicate the essential steps in the order they are performed
- Identify hazards/exposures: thoroughly list the injury exposure associated with performing that unique step
- Develop safe procedures and required work practices: establish a recommended procedure for efficiently eliminating, mitigating or controlling each hazard
- Review document: review and revise the JHA periodically to ensure the continuance of understanding and application

## Elements of a JHA

- Company name, job title (task, department, machine) and date
- Required personal protective equipment (PPE)
- General job performance requirements
- List of each job step in detail and in the order they are performed
- Identified hazards, or potential hazards, associated with each step
- Recorded controls to prevent and mitigate each hazard's risk
- Sequentially numbered steps to perform the task
- Pictures to provide a visual for each step
- Hierarchy of controls – elimination, engineering controls, administrative controls and PPE

## Example of a JHA

Company Name / Department			
<b>Job Hazard Analysis</b>			
Job/Task Title:		Date:	
<b>PPE Requirements:</b> •			
<b>General Requirements:</b> •			
Specific Steps of Job	Potential Hazards	Safe Work Practices Required	
<b>Step No.</b> <i>Break the job down into its basic steps, listing them in the order performed. Describe what and how it is done.</i>	<i>For each job step, list the hazards or potential hazards.</i>	<i>For each hazard, list the safe job procedure and safe work practices to prevent injury.</i>	
1			
2			
3			
4			
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